



King County
Security Officer
(Information Systems Analyst IV)
PUBLIC HEALTH- SEATTLE & KING COUNTY
Community Based Practice & Preparedness / Compliance Office
Annual Salary Range \$72,149.79 - \$101,669.56
Job Announcement No.: 05TA5195
OPEN: 5/18/05 CLOSE: Until Filled

WHO MAY APPLY: This career service position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Kristi Korolak at (206) 296-4776 for further information. **PLEASE NOTE:** Applications not received at the location specified above may not be processed. Application materials may be faxed to (206)205-5430.

FORMS AND MATERIALS REQUIRED: [A King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Wells Fargo Center, 999 Third Avenue, Suite 1200, Seattle, WA 98104

WORK SCHEDULE: This career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday.

POSITION SUMMARY: The purpose of this position is to provide security expertise to Public Health for compliance with all applicable laws, regulations and requirements including but not limited to the Security Rule of the Health Insurance Portability and Accountability Act (HIPAA). This position will work in conjunction with MIS, Emergency Management Operations, and other sections within Public Health.

Responsibilities include but are not limited to: Develops, recommends, maintains and monitors an information security program for the breadth of Public Health's needs. Reviews and develops policy for information systems at all levels of the organization. Reports the effectiveness of information security controls. Serves as technical expert in information security policy issues. Develops, updates, and implements information security awareness programs.

PRIMARY JOB FUNCTIONS INCLUDE:

- Executes information security measures that protect data in the Public Health environment through use of industry best practices.
- Develops, implements, updates, and helps ensure adherence to information security policies, procedures and related documents that provide appropriate administrative, physical and technological safeguards.
- Monitor Public Health's compliance with applicable laws and regulations, monitor compliance with Public Health's information security policies and procedures among employees, contractors, alliances, and other third parties. Refer problems to appropriate department managers or administrators.
- Maintain the information security policies and procedures instituted by Public Health's Security Team.

- Develop and provide information security training and oversight to all employees, contractors, alliances, and other third parties with information security clearance.
- Initiate, facilitate, and promote activities to foster information security awareness within the organization.
- Monitor internal control systems on an ongoing basis to ensure that appropriate information access levels and security clearances are upheld. Maintain records of monitoring data and document any action taken.
- Ensure the on-going integration of information security with business strategies and requirements.
- Work with vendors, outside consultants and other third parties to improve information security within Public Health.
- Perform on-going information security audits, risk assessments and serve as the internal auditor for information security processes to ensure they are adequate and meet all applicable laws, regulations and requirements.
- Prepare, implement and maintain Public Health's disaster recovery, business continuity, incident response and risk management plans for information systems.
- Serve as an internal information security consultant to the organization. Monitor advancements in information security technologies and make recommendations to management regarding appropriate, timely and necessary information security improvements or enhancements.
- Coordinate ongoing review of existing security programs and initiate the development of new programs as needed.
- Coordinate the activities of Public Health's Information Security Team
- Work with Compliance Office to contain, investigate, and prevent future information security grievances/breaches. Act as contact point for CMS complaint-driven HIPAA compliance enforcement.
- Monitor changes in legislation and accreditation standards that affect information security. Represent Public Health's information security interests with external parties who undertake to adopt or amend security legislation

QUALIFICATIONS:

- A bachelor's degree in computer science or the equivalent combination of education and experience.
- IT Security certification and education (CISSP, CISM, CISA or GIAC preferred).
- Experience in the management of both physical and logical information security systems.
- Knowledge of information security best practices.
- Strong technical skills are preferred, in areas including but not limited to: application and operating system hardening, vulnerability assessments, security audits, intrusion detection systems, and firewalls.
- Outstanding interpersonal and communication skills.
- Must possess a high degree of integrity and trust along with the ability to work independently.
- Excellent documentation skills.
- Ability to weigh business risks and enforce appropriate information security measures.
- In-depth knowledge of the HIPAA Security and Privacy Rules and other government technology laws is required.

DESIRED QUALIFICATIONS:

Experience in health information technology, project management, and change management preferred.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.

UNION MEMBERSHIP:Non-represented

CLASS CODE: 4037 SEQUENCE NUMBER: 80-4037-0973